

PERSONNEL BOARD MEETING MINUTES

Monday, June 1, 2020 – 6:00 p.m.

Call to Order/Roll Call of Members:

Stephen Dielmann, Vice-Chairperson; **Clayton Warren Angus Jr.**, Member; **Angel Maestre**, Member; **John Ulloa**, Member; **Beatriz Sosa**, Member.

PRESENT Stephen Dielmann, Vice-Chairperson; Clayton Warren Angus Jr., Member; Angel Maestre, Member; Beatriz Sosa, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Elsa I. Jaramillo-Velez, Assistant City Attorney.

ABSENT John Ulloa, Member.

Quorum is present.

MEETING MINUTES

1. Request to approve the minutes of the March 2020 Personnel Board meeting.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Maestre. Motion carried unanimously.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations received March, April, and May 2020.

March:

- | | |
|--------------------|---|
| 1. Hope Baker | Building Division |
| 2. Carlos Lopez | Construction and Maintenance Department |
| 3. Carlos Gonzalez | Fire Department |
| 4. Robert Robles | Fire Department |
| 5. Daniel Gato | Police Department |
| 6. Ricardo Angel | Public Works Department |
| 7. Brentz Johnson | Public Works Department |
| 8. Antonio Perez | Streets Department |

April:

- | | |
|-----------------------|-------------------|
| 9. Marlon F. Espinoza | Police Department |
| 10. Rachel Gigato | Police Department |
| 11. Ariel Hernandez | Police Department |
| 12. Jose Rivera | Police Department |

May:

None

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Sosa. Motion carried unanimously.

3. Report of **Leave without Pay** for March, April, and May 2020.

SO NOTED.

4. Report of **Civil Service Appointments** for March, April, and May 2020.

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Monday, June 1, 2020 – 6:00 p.m.

March:

None

April:

None

May:

- | | |
|---|-----------------|
| 1. Ivan Fiallo (<i>Fire Captain – 05/03/2020</i>) | Fire Department |
| 2. Collin McConnell (<i>District Fire Chief – 05/03/2020</i>) | Fire Department |

SO NOTED

5. Report of **Resignations** for March, April, and May 2020.

- | | |
|----------------------|---|
| 1. Domingo Castillo | Fire Department |
| 2. Didier Mompont | Fire Department |
| 3. Ognan Jurin | Fleet Maintenance Department |
| 4. Arlene Amador | Office of Management Budget Department |
| 5. Luis A. Reyes | Parks and Recreation Department |
| 6. Cassidy Pepin | Police Department |
| 7. Sergio Ramirez | Police Department |
| 8. Raul Sanchez | Police Department |
| 9. Jose Quintana | Public Safety Communications Department |
| 10. Daniel Gonzalez | Public Works Department |
| 11. Gricel Gonzalez | Public Works Department |
| 12. Luis R. Martinez | Public Works Department |

April:

- | | |
|---------------------|-----------------------|
| 13. Ruben Suarez | Business Tax Division |
| 14. Michael Cofresi | Fire Department |
| 15. Kirk Haugen | Fire Department |
| 16. Marvin Lopez | Police Department |

May:

- | | |
|-------------------|---|
| 17. Arlene Cruz | Education and Community Services Department |
| 18. Lisette Perez | Grants and Human Services Department |
| 19. Ricardo Angel | Public Works Department |

SO NOTED.

6. Report of **Maternal/Paternal Leave** for March, April, and May 2020.

March:

- | | |
|-----------------------|-------------------|
| 1. Junior Dawkins | Police Department |
| 2. Emmanuel Rodriguez | Police Department |

PERSONNEL BOARD MEETING MINUTES
Monday, June 1, 2020 – 6:00 p.m.

April:

- | | |
|----------------------------|-------------------|
| 3. Christopher M. Turino | Fire Department |
| 4. David Loriga | Police Department |
| 5. Erick Veloz-Artolachipe | Police Department |

May:

- | | |
|----------------------|-----------------|
| 6. Kristopher Cardet | Fire Department |
| 7. Daniel Cruz | Fire Department |

SO NOTED.

7. Request to conduct an in-house, competitive civil service examination for **Fire Inspector**.
- a. In-house, competitive
 - b. 80% Written
 - c. 20% Oral
 - d. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description is attached.
Range 52: \$1,489 - \$3,051 Bi-weekly.

APPROVED 4-0. Motion by Mr. Angus. Second by Mr. Maestre. Motion carried unanimously.

8. Request to conduct an in-house, non-competitive civil service examination for **Electrician Apprentice** for the Construction & Maintenance Department (*Enmanuel Perez*).
- a. In-house, non-competitive
 - b. 60% Oral
 - c. 40% Education/Experience
 - d. Must obtain a minimum combined score of 70% for placement on the eligibility list.

Copy of job description and resume are attached.
Range 46: \$1,029 - \$1,988 Bi-weekly.

APPROVED 4-0. Motion by Ms. Sosa. Second by Mr. Angus. Motion carried unanimously.

9. Request to conduct an in-house, ~~non~~-**competitive** civil service examination for **Service Worker** for the Construction and Maintenance Department.
- a. In-house, ~~non~~-**competitive**
 - b. ~~100% Oral~~ **100% Performance**
 - c. Must obtain a minimum score of 70% for placement on the eligibility list.

Copy of job description is attached.
Range 45: \$987 - \$1,874 Bi-weekly.

APPROVED 4-0 with the modifications noted above. Motion by Ms. Sosa. Second by Mr. Maestre. Motion carried unanimously.

PERSONNEL BOARD MEETING MINUTES

Monday, June 1, 2020 – 6:00 p.m.

10. Request to approve the **NEW** job description for **Court Reporter.**

Copy of the proposed **NEW** job description is attached.
Range 29: \$1,196 - \$2,524 Bi-weekly.

APPROVED 4-0. Motion by Mr. Maestre. Second by Mr. Angus. Motion carried unanimously.

11. Request to approve the **NEW** job description for **Parks and Recreation Supervisor.**

Copy of the proposed **NEW** job description is attached.
Range 53: \$1,582 - \$3,276 Bi-weekly.

APPROVED 3-1. Motion by Mr. Maestre. Second by Mr. Angus. Motion carried by majority; Ms. Sosa abstained.

12. Request to approve the **NEW** job description for **Office Assistant (Education and Community Services Department).**

Copy of the proposed **NEW** job description is attached.
Range 45: \$987 - \$1,874 Bi-weekly.

APPROVED 4-0. Motion by Mr. Maestre. Second by Ms. Sosa. Motion carried unanimously.

13. Request to hear **Unfinished Business.**

APPROVED 4-0. Motion by Ms. Sosa. Second by Mr. Maestre. Motion carried unanimously.

13a. Request to approve the **NEW** job description for **Development Services Liaison** for the Community Development Department – Building Division.

Copy of the proposed **NEW** job description is attached.
Range 50: \$1,369 - \$2,664 Bi-weekly.
**Tabled in the March Personnel Board meeting.*

MOTION FAILED. Motion by Ms. Sosa. Second by Mr. Maestre. Mr. Angus and Ms. Sosa abstained.

APPROVED 3-1. Motion to reconsider approval by Mr. Maestre. Second by Mr. Angus. Motion carried by majority; Ms. Sosa abstained.

13b. Please see attached memo from the Fire Department referencing recent dates of promotions/demotions. Unfortunately, an administration meeting was unable to take place due to COVID-19 and is still pending.

SO NOTED.

14. Request to hear **New Business.**

APPROVED 4-0. Motion by Mr. Angus. Second by Ms. Sosa. Motion carried unanimously.

PERSONNEL BOARD MEETING MINUTES

Monday, June 1, 2020 – 6:00 p.m.

14a. Mr. Eric Johnson, I.A.F.F Local 1102 Union President wanted these items to be presented before the board. Please see attached email sent to Ms. Elsa Jaramillo-Velez, Assistant City Attorney.

SO NOTED.

15. Request to hear Comments and Questions.

Meeting Adjourned - 7:49 p.m.

NEXT PERSONNEL BOARD MEETING: MONDAY, JULY 6, 2020 - 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than two (2) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.